



STATE TAX COMMISSION OF MISSOURI

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Instructions – Aggregate Statement of Taxable Property

RAILROAD COMPANIES

The Missouri State Tax Commission (Commission) is responsible for the valuation and assessment of the distributable commercial real and personal property of Centrally Assessed Railroad and Utility Companies (CARUC), the distributable personal property of Commercial Aircraft Owned by Airlines (CAOBA), and Private Car Companies, and the personal property of Commercial Aircraft Owned by Others (CAOBO) in Missouri.

For these state assessed entities, the Aggregate Statement of Taxable Property and the related schedules are used by the Commission to determine the fair market value of the property as of January 1 of the current year.

Reporting Requirements: The president or any authorized officer of these entities that operate within the State of Missouri shall furnish the Commission a statement, duly subscribed and sworn to by the president or authorized officer before a sworn officer authorized to administer oaths. The total amount of property owned, used, leased or under the charge, care or management of the taxpayer of the first day of January in the current year must be reported.

The Aggregate Statement of Taxable Property, Form 20 and associated schedules, may be submitted by email to OriginalAssessment@stc.mo.gov to facilitate processing, or may be sent by mail or fax.

If any centrally assessed company fails to make these reports as required within the time prescribed and has not received a written extension of time, the Commission shall increase, by four percent, the assessed value of the distributable property.

For new filers, the required Aggregate Statement of Taxable Property, Form 20 and associated schedules, and their instructions are available online on the “Railroad and Utilities” section on the Commission website, www.stc.mo.gov, by selecting the appropriate industry link and then navigating to the document(s) needed. A new account number will be assigned to new filers after the Commission receives all the required documents.

REQUIRED DOCUMENTS

- **Form 20 – Aggregate Statement of Taxable Property**

The Form 20 cover sheet must be completed with company contact data as follows:

Company Information: The company name listed shall be the exact legal name of the respondent and the address shall be of the company headquarters. The contact and title shall be the authorized officer responsible for the filing. The phone, fax, and address information should be provided to facilitate communications on issues related to the filing.

Requirement for the Form 20: An email address MUST be provided.

All filers are required to designate an email address for correspondence. The Commission will use this email address for sending official documents, including “Certification of Value” to the company or its agent. It is the company’s responsibility to notify the Commission throughout the year of a change in the email address.

Notification Information: If mailings should be directed to a responsible party other than the authorized officer, e.g., tax department manager or agent, etc., alternative contact information must be provided in the Notification Information block.

Billing Information: If billing should be directed to another responsible party other than the individual listed in the Company block or Notification block, the billing contact information must be provided in the Billing Information block.

- **Schedule 1 – Company Organization – General Information**

Schedule 1 Company Organization General Information Section D must be completed with a notarized signature by an authorized officer.

- **Schedule 2 – Taxation by States**

This schedule must be completed by all companies; if there are no interstate operations, then state No Interstate Operations. The “Market Unit Value for Tax Assessment” column should represent the final market value before any allocation for those states that value the company’s property under the “unit rule.” If a value for the current tax year is not available, list the allocation factor, unit market value and tax year of the most recent available information.

- **Schedule 3 – Allocation Factors**

This schedule must be completed with the system amounts and the allocation amounts for Missouri.

- **Schedule 3E – Supplemental Information**

This schedule must be completed with the system amounts and the allocation amounts for Missouri.

- **Schedule 4 – Mileage of Line and Schedule 13 – County Apportionment**

Schedule 4 itemizes the total number of miles of line located in each county and should reconcile with the county-wide entry on Schedule 13 for each county, respectively.

Schedule 13 itemizes, by county, the company's number of miles of line located in each tax jurisdiction in each county. At the beginning of each tax year, each centrally assessed company receives by email a company-specific Schedule 4 and Schedule 13 spreadsheet populated with the company name, account number, and the miles of line reported to the Commission in the previous tax year. This EXCEL spreadsheet must be updated and submitted to the Commission. All taxing jurisdictions that are currently active are listed for each county, respectively. Thus, new mileage of line can be appropriately identified for the current tax year.

For any subsequent changes to Schedule 13, an Amended Schedule 13 must be filed by the company with the respective county clerk and the Commission.

A listing of all taxing jurisdictions for all counties is available online on the "Taxing Jurisdictions By County" link on the "Certifications" link on the "Clerks" section on the Commission website, www.stc.mo.gov. This spreadsheet, in an EXCEL format, is an annual reference document that identifies the taxing jurisdictions by name description and district code.

- **Schedule 5 – Leased Equipment**

This schedule must be completed by all companies that have the tax liability on property with operating leases. If the leases are capitalized, they would be included as plant in service. If the company has no leased equipment, enter "No Leased Equipment".

- **Schedule 6E – Real and Personal Allocation**

This schedule presents the breakout of real and personal property. The aggregate real and aggregate personal percentages are applied to the allocated distributable property value in Missouri.

- **Schedule 7 – Balance Sheet**

If an audited regulatory report must be filed with a regulatory agency, then this audited regulatory report, with balance sheet, must be filed to satisfy the completion and reporting of this schedule. Otherwise, a comparative balance sheet must be completed and reported in its entirety.

- **Schedule 8 – Income Statement**

If an audited regulatory report must be filed with a regulatory agency, then this audited regulatory report, with balance sheet, must be filed to satisfy the completion and reporting of this schedule. Otherwise, a comparative income statement must be completed and reported in its entirety.

- **Schedule 9 – Capital Stock**

This schedule must be completed by all companies; if there is zero capital stock, enter “No Capital Stock”.

Otherwise, complete the Subsidiary Section and/or the Parent/Holding Company Section.

Subsidiary – a reporting company that is a subsidiary of a parent / holding company must complete this section along with the parent company section.

Parent/Holding Company – a reporting company that is not a subsidiary of any parent / holding company.

1. Report any stock splits and / or any Capital Stock issues that occurred in the previous calendar year.
2. Attach a complete explanation of how the Market Price was determined, including any discounting or imputed rate, if used.

- **Schedule 10 – Long Term Debt**

This schedule must be completed by all companies; if there is zero long term debt, then enter “No Long Term Debt”.

Otherwise, complete the Subsidiary Section and/or the Parent/Holding Company Section.

Subsidiary – a reporting company that is a subsidiary of a parent / holding company must complete this section along with the parent company section.

Parent/Holding Company – a reporting company that is not a subsidiary of any parent / holding company. Any subsidiary that received economic benefit from specific Bonds of Indebtedness must record those issues here.

1. Attach a complete explanation of how the Market Price was determined, including any discounting or imputed rate, if used.
2. List bond ratings as determined by the brokerage house, i.e., Moody’s, Standard & Poor’s, Fitch’s, etc.
3. Identify the market rate of interest at which the bond was discounted, if not publicly traded.

- **Schedule 11 – Non-Operating Property in Missouri**

This schedule must be completed by all companies; if there is no non-operating property in Missouri, then enter “No Non-Operating Property in Missouri”. The non-operating property reported on this schedule should reflect the property description and/or uniform parcel number, the county location, and market value on the Schedule 15 - Local Assessment. Also, the regulatory account number in which this property is classified should be included. An asterisk (*) should appear on Schedule 15 to reference property that appears on this schedule.

The definition of non-operating property is property that meets either of the following conditions:

- a) Any income or expense associated with the property that is not included in net operating income, or
- b) any asset that is not included in either materials and supplies, utility plant in service or other assets included in the unit value arrived at by the Commission.

Schedule 11 must be filed with the Commission on or before May 1, along with Schedule 12.

For any amendment to Schedule 11, the company must file an Amended Schedule 11 with the Commission.

- **Schedule 12 – Total of County’s Locally Assessed Property**

This schedule must be completed by all companies; if there is no locally assessed property, then enter “No Locally Assessed Property”. This schedule is a recapitulation of the Schedule 14s that have been completed and returned to the company by the county assessors.

The information for this schedule is obtained from all Schedule 14s, totaling all local property (operating and non-operating), as follows:

- 1. Personal Property – The items that should be included in this column by county include: Office furniture and fixtures, Automobile, trucks and other vehicles, Other general equipment, Materials and Supplies, and Construction Work in Progress (CWIP), etc. [CWIP must be allocated between personal and real property.]
- 2. Real Property – The items that should be included in this column by county include: Real Property, Microwave towers, and Construction Work in Progress (CWIP), etc. [CWIP must be allocated between personal and real property.]
- 3. Total Market Value – The amount in this column should be equal to the total market value for the respective county.

Schedule 12 must be filed with the Commission on or before May 1, along with a copy of each county’s completed Schedule 14, Schedule 15 and Schedule 16.

For any amendment to Schedule 12, the company must file an Amended Schedule 12, along with the Amended Schedule 14, with the Commission.

- **Schedule 14 – Local Assessments**

This schedule lists local assessments in the county. Construction-Work-In-Progress (CWIP) should be itemized as CWIP-Real Property on Line 7 and CWIP-Personal Property on Line 8.

For any amendment to Schedule 14, an Amended Schedule 14 must be filed by the county assessor to the county clerk, the company, and the Commission. The company must amend the respective county's value on an Amended Schedule 12.

- **Schedule 15 – Real Estate Information**

This schedule lists each locally assessed parcel in the county. The total market and assessed value of the locally assessed real property are summarized on Line 1 of Schedule 14.

- **Schedule 16 – Motor Vehicle Information**

This schedule lists each locally assessed motor vehicle in the county. The total market and assessed value of the locally assessed motor vehicles are summarized on Line 3 of Schedule 14.

- **Schedule 17 – Distributable Real Property Owned in Fee (This Schedule is submitted to the County, when Requested.)**

This schedule lists distributable real property of the centrally assessed company. [This is not included in the locally assessed real property listed on Schedule 15.]

- **Schedule 19 – Previous Year's Assessment and Taxes**

This schedule lists the total assessed valuation and total property taxes levied in the previous year on the company's locally assessed operating property and distributable property. Taxes paid on locally assessed non-operating property should NOT be included. The surtax levied on subclass three real property should be separately identified.

- **Schedule 21 – Private Car Company Mileage**

The Commission has implemented a standardized electronic file format for reporting private car marks and mileage on railroad systems. This process will streamline private car mileage reporting and assist with data accuracy.

The ASCII file has the technical specifications of the file layout.

The required fields are:

- Railroad company account number
- Applicable tax year (data as of the previous calendar year)
- Private Car mark
- Private Car total mileage

Pursuant to Section 137.1009.4 RSMo, a Railroad company with private car mileage must file the required private car data by May 1.

After certification by the Commission, entities that have been certified with assessed value will receive email notification of the certification and will be instructed to review the certification on the “Certifications” link on the “Clerks” section on the Commission website, www.stc.mo.gov, by selecting “Company”, typing in the company name or account number for the current year, and then selecting the applicable entity to view.

For inquiries or assistance: contact the Commission’s Original Assessment Section at 573-751-2414, or send an email to OriginalAssessment@stc.mo.gov.